

PHILIP MORRIS U. S. A.

INTER - OFFICE CORRESPONDENCE

Richmond, Virginia

To: . Mr. Richard A. Thesing  
From: . Nancy R. Ryan  
Subject: . Accomplishments for 1989

Date: January 15, 1990

I. PUBLICATIONS

A. Video Lab Procedures

Objective: Liaison between Training Center and Laboratories. Coordinate schedules, personnel, shooting, viewing tapes and manuscripts. Edit/revise procedures as needed.

Results: The video for the oven volatiles procedure was completed during the third quarter. This completes the fourth video of laboratory procedures.

B. Pictorial Diary

Objective: Photograph all new brands and package changes. Update annually the pictorial diaries distributed throughout R&D and New York Office.

Results: Photos of all new brands and package changes were added to the twenty pictorial diaries which are distributed throughout R&D and the New York Office. Completed first quarter.

Target: First Quarter - Completed

C. Annual Investigation of Reconstituted Tobacco

Objective: Investigate each major manufacturer's reconstituted tobacco annually. Prepare written report.

- A. Microscopic
- B. Physical
- C. Chemical

Results: Reconstituted tobaccos from Philip Morris and competitor's brands was microscopically examined for material content and type of process. Brown & Williamson was the only manufacturer that made a change in their reconstituted tobacco since these materials were examined in 1988.

Brown & Williamson uses three types of reconstituted tobacco. Two are made by the papermaking process and the third is an

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"RCB type" cast sheet. This "RCB type" sheet material is mixed in a 50/50 ratio with the "RL type" sheet in only Viceroy 85 and 100 cigarettes. The "RCB type" sheet contains diamonium phosphate (DAP) as indicated by the levels of soluble ammonia (0.69%), phosphorus (2.10%) and the high total alkaloid content.

Target: Fourth Quarter - Completed

D. Microscopic Blend Data for C.I. Report

Objective: Microscopically separate cigarette blends from Philip Morris and competitor's products quarterly. Review these data and enter them into the Automated Blend Component Data Acquisition System to be reported in the C.I. Report semiannually.

Results: The C.I. cigarette brands were analyzed microscopically for percent reconstituted tobacco, percent expanded stems, and percent expanded tobacco. The values were entered into the C.I. database and were updated twice annually in the C.I. Report.

Target: Quarterly

E. Microscopic Examination of R. J. Reynolds Cigarette Papers

R. J. Reynolds changed the cigarette paper on their branded generic and generic cigarettes during the first quarter, 1989. This new paper contains approximately 50% wood pulp (hardwood and softwood), with the balance being flax and shive fibers. The cigarette papers previously used on these products contained 100% flax and shive fibers. The brand families affected by this change are: Doral, Century and the generic brand Best Buy.

Magna Lights 85 and Magna 80 (Box) have also changed from a 100% flax and shive paper to a paper which contains trace amounts of esparto grass and trace amounts of softwood fibers with the balance being flax and shive fibers. This change occurred during the second quarter, 1989.

All other Reynolds brands use a 100% flax and shive cigarette paper.

II. SPECIAL INVESTIGATIONS AND METHODS DEVELOPMENT

- A. Extruded tobacco filaments in RJR's Best Value generic products
- B. Menthol cigarette filter holder - Japan
- C. RJR's Premier Smokeless product
- D. Microscopic examination of RJR cigarette papers
- E. Cigarette papers on Marlboro cigarettes worldwide

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### III. SUPPORT TO R&D AND INTERNATIONAL SERVICES

Objective: Provide effective and timely support to other areas of R&D and the Manufacturing Center. Routine analyses were performed during this period which included the following:

- A. Microscopic Blend Separation/Solvent Floatation
- B. Marlboro Standardization Project
- C. In-house Submitters Request
- D. Photographs of new brands and package changes
- E. Denier per filament measurements
- F. Cuts/inch measurements of cigarette filler
- G. Ventilation types and rows
- H. Carbon Analysis
- I. Coal Removal Analysis
- J. Cigarette Paper Fiber Analysis
- K. Reconstituted Tobacco Studies

Target: Continuous

### IV. MICROSCOPY LABORATORY

Objective: Schedule work, prioritize workload, write performance appraisals and keep abreast of changes in Philip Morris and competitor's blends.

Results:

- A. Laboratory Staff increased from one technician to two technicians.
- B. Scheduled vacations, kept accurate personnel files and gave performance appraisals.
- C. Have insured accurate and timeliness data going out of the lab.

### V. ACTION COST TEAM REPRESENTATIVE FOR CTSD

Objective: Represent CTSD in cost savings ideas. Submit written ideas to company representative.

Results: The Cigarette Testing Services Division personnel submitted five (5) cost savings suggestions during 1989. The R&D goal was \$225,000; the final cost savings figure for 1989 was \$238,000.

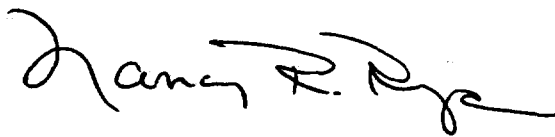
Target: Continuous

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VI. MEMOS

- 1 - Accomplishments for 1988 (1/89)
- 2 - Monthly Progress Reports (1/89 to 12/89)
- 3 - Microscopic Examination of Reconstituted Tobacco from Japan (4/89)
- 4 - Marlboro Cigarette Papers (4/89)
- 5 - Microscopic Examination of Cigarette Papers (6/89)
- 6 - Microscopic Examination of Cigarette Papers for Spain (6/89)
- 7 - Microscopic Examination of Cigarette Papers (8/89)
- 8 - Microscopic Examination of R.J. Reynolds Cigarette Papers (8/89)
- 9 - Winston cigarette Blends (9/89)
- 10 - Microscopic Examination of L&M Cigarettes (10/89)
- 11 - Brown & Williamson - Reconstituted Tobacco (10/89)
- 12 - Microscopic Examination (10/89)
- 13 - Microscopic Examination of Cambridge Full Flavor Cigarette Papers (10/89)
- 14 - Microscopic Examination of Cigarette Papers (11/89)
- 15 - Plans and Objectives - 1990 (12/89)

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